

**SAN LUIS OBISPO COUNTY
PUBLIC WORKS DEPARTMENT
Development Services Division**

Project: CO/Tr _____
Dev. Plan _____
Bldg. Pmt. _____

**Improvement Plans
Plancheck Intake**

Items Being Submitted

The following items must be included, or project will not be accepted for processing:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Transmittal form |
| <input type="checkbox"/> | 3 sets of plans |
| <input type="checkbox"/> | Drainage calculations or drainage report |
| <input type="checkbox"/> | Soils report or request for waiver (tracts only) |
| <input type="checkbox"/> | Checking & Inspection Agreement |
| <input type="checkbox"/> | Engineer of Work Agreement |

Completeness of Plans

The following items need to be sufficiently complete to perform a comprehensive and thorough plancheck:

Grading

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Existing/proposed contours OR slope bank notation shown, where grading is proposed |
| <input type="checkbox"/> | Retaining wall calculations included, where they are proposed |

Utilities

- | | |
|--------------------------|--|
| <input type="checkbox"/> | All utilities included in Utility Plan, or letter documenting requests for utilities to initiate their designs |
| <input type="checkbox"/> | Environmental Health and Fire approval of design parameters where small public water system is proposed |

Stormwater Drainage

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Drainage basins shown, in communities where they are typically used |
|--------------------------|---|

Roads/Access

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Plan and profile |
| <input type="checkbox"/> | Typical sections |
| <input type="checkbox"/> | Cross-Sections for widening existing roads |

Other: (as determined by the conditions of approval)

Contact Public Works Department at (805) 781-5252 if you need further information.

<input type="checkbox"/>	PROJECT ACCEPTED FOR PROCESSING
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<input type="checkbox"/>	Project submittal incomplete; call 781-5252 to reschedule Intake appointment
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Request for Traffic Information routed: _____

Date: _____

By: _____
Development Services Division

Engineer _____

Client _____